

Description:

FISCAL SECTION - To provide leadership in management of department fiscal business in an effort to ensure compliance with Idaho Code, governmental accounting standards, state and federal regulations, and department policies and procedures. To provide value added service to our customers, both internal and external.

HUMAN RESOURCE SECTION - To support management by providing human resources' services relating to employee recruitment, selection, retention, compensation and benefits, classification, payroll, and record keeping; complying with state merit system rules and state and federal equal opportunity and labor laws; and ensuring fair and consistent personnel practices.

MANAGEMENT INFORMATION SECTION - To enhance the management decision making ability in the area of information services, geographic information systems (GIS); provide leadership in automating of existing procedures; and maximize productivity utilizing state of the art computer and telecommunication technology.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Provide timely, credible, defensible data to support decisions of the State Board of Land Commissioners, guide department decisions, and help meet the needs of other users.
 - A. Implement the new Navision software based Accounts Receivable system; maintain real time database of PCA's and vendors accessible via department-wide intranet, and provide necessary training for all staff to utilize the system.

Actual Results			
1999	2000	2001	2002
			25%
Projected Results			
2003	2004	2005	2006
50%	75%	100%	Completed

- B. Develop, implement, and provide necessary training for a new Timber Management System, including integration of that system's accounting subsystem into the Navision based Accounts Receivable system

Actual Results			
1999	2000	2001	2002
		10%	25%
Projected Results			
2003	2004	2005	2006
95%	Completed		

- C. Develop and provide necessary training for various accounting subsystems, (hazard management, minerals, range, cottage sites, etc.)

Actual Results			
1999	2000	2001	2002
Projected Results			
2003	2004	2005	2006
10%	40%	90%	Completed

Lands, Department of Support Services

Program Results and Effect:

The fiscal unit is responsible for preparing the annual budget, compiling financial information for the department annual report and the comprehensive annual financial report (CAFR). The fiscal unit prepares and processes quarterly federal cash reimbursement requests, annual tax roll receipt reports, and the annual capital property inventory, now FAS. Regular daily duties include pre-audits and processing department receipts and expenditures and non-fire travel claims.

The Human Resources section provides personnel and payroll services to over 250 permanent employees and over 200 temporary seasonal employees

The Management Information section insures the daily operation of department computer software systems, including providing training, technical and operational support for the GIS system, and provides technical support for the department's wide area network (WAN) and personal computers.

For more information contact Dave Boylan at 334-0200.

Description:

BUREAU OF FOREST MANAGEMENT: To develop and administer a forest products sales program that maximizes long term revenues while providing for the continuous removal of products

BUREAU OF FORESTRY ASSISTANCE: To provide scientifically based technical and sound financial assistance to the State of Idaho, its cities and communities, and its owners and managers of forestlands.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Manage endowment lands in a biologically sound manner to meet financial criteria.

- A. Submit for approval and auction, one-third of the 182 MMBF annual timber sales plan by December 31 of each year, and submit the remaining two-thirds of the annual timber sales plan by June 30 of each year

Actual Results			
1999	2000	2001	2002
100%	100%	100%	79%
Projected Results			
2003	2004	2005	2006
90%	100%	100%	100%

- B. Complete all work on FY-2004 sales plan by 6/2003.

Actual Results			
1999	2000	2001	2002
100%	100%	100%	75%
Projected Results			
2003	2004	2005	2006
Will complete	Will complete	Will complete	Will Complete

- C. Complete public involvement process and address identified issues. Compile and write the plan for the April Land Board meeting for Land Board approval.

Actual Results			
1999	2000	2001	2002
100%	100%	100%	100%
Projected Results			
2003	2004	2005	2006
100%	Will complete	Will Complete	Will Complete

- D. Review 10% of the proposed sales for compliance with rules and regulations.

Actual Results			
1999	2000	2001	2002
Done	Done	Done	Done
Projected Results			
2003	2004	2005	2006
Will complete	Will complete	Will complete	Will complete

2. Identify key community forestry audiences statewide, and effectively promote the importance to this audience the importance of comprehensive community forestry programs.

- A. Contract publication of quarterly community forestry newsletter. Provide appropriate articles for Association of Idaho Cities, Idaho Nursery Association, and Idaho Rural Partnership newsletters.

Actual Results			
1999	2000	2001	2002
4 Issues	4 Issues	4 Issues	4 Issues
Projected Results			
2003	2004	2005	2006
4 Issues	4 Issues	4 Issues	4 Issues

Lands, Department of Forest Resources

B. Encourage six new cities to become Tree City USA's.

Actual Results			
1999	2000	2001	2002
5	5	13	7
Projected Results			
2003	2004	2005	2006
6	6	6	6

C. Provide regional grants training workshops using appropriate technologies to reach desired audience.

Actual Results			
1999	2000	2001	2002
15 workshops	15 workshops	12 workshops	9 workshops
Projected Results			
2003	2004	2005	2006
9 workshops	9 workshops	9 workshops	9 workshops

3. Maintain healthy forest and range lands.

A. Provide forest owners professional assistance to 75 forest landowners to develop and implement comprehensive management plans according to their objective.

Actual Results			
1999	2000	2001	2002
100	120	110	110
Projected Results			
2003	2004	2005	2006
75	75	75	75

B. Provide 25 or more training and information sessions throughout Idaho in cooperation with Cooperative Extension and other agencies.

Actual Results			
1999	2000	2001	2002
26	27	25	26
Projected Results			
2003	2004	2005	2006
25	25	25	25

C. Increase the overall rate of Forest Practices Act (FPA) compliance and reduce the incidence of serious FPA violations by inspecting 60% of all forest practices.

Actual Results			
1999	2000	2001	2002
52%	62%	61%	50%
Projected Results			
2003	2004	2005	2006
60%	60%	60%	60%

D. Conduct CWE analysis on 20 watersheds in conjunction with WQL and bull trout segments.

Actual Results			
1999	2000	2001	2002
43	50	60	30
Projected Results			
2003	2004	2005	2006
20	20	20	20

- E. Provide technology transfer of existing and new forest pest management information in order to encourage implementation of guidelines to alleviate stand susceptibility to insect and diseases by coordinating and conducting insect and disease pest evaluations and surveys.

Actual Results			
1999	2000	2001	2002
Completed	Completed	Completed	Completed
Projected Results			
2003	2004	2005	2006
Will be completed	Will be completed	Will be completed	Will be completed

- F. Conduct 5 training sessions for 250 people in recognizing forest insect and disease problems.

Actual Results			
1999	2000	2001	2002
11/312	18/890	21/950	25/800
Projected Results			
2003	2004	2005	2006
5	5	5	5

Program Results and Effect:

The mission of the timber sale program is to maximize revenues to the endowments through well designed timber sales that are prepared in an efficient and timely manner. Maintaining quality while increasing efficiency requires a shift to reviewing fewer presale packages and spending that time training and providing technical assistance on proposed sales. Requiring submission of 1/3 the sale volume by the December Land Board meeting is a sound goal which allows mid-year adjustments.

The forest insect and disease section develops and implements programs to monitor, control, suppress and/or eradicate destructive forest insects, diseases, and pests. It provides technical assistance in reducing or preventing forest pest losses through training and education, and executing techniques of prevention, detection, evaluation, and control.

The IDL Urban and Community Forestry Program was started in 1991. The concept of "forestry" outreach to cities is relatively new to many state forestry agencies in the West. But the merits of community forestry are sound. The outreach provided through this program is critical to the future of Idaho cities.

A reduction in timber harvests on federal lands in Idaho has put tremendous pressure on Idaho's two million acres of non-industrial privately owned forest lands. Several cooperative programs between the Forest Service's state and private forestry branch and the department offer much needed professional forestry assistance to several thousand land owners each year. These programs not only increase the productivity of forest lands, but they contribute significantly to Idaho's economy by providing revenue and jobs in timber processing, forest improvement activities and contracting.

For more information contact Bob Helmer, Craig Foss at 769-1525.

Lands, Department of

Land, Minerals, and Range

Description:

BUREAU OF SURFACE AND MINERAL RESOURCES – To manage endowment lands and minerals in order to maximize long-term income to the beneficiaries and protect Idaho's natural resources; to manage public trust lands to provide revenue to the General Fund; and to administer regulatory programs effectively and efficiently.

BUREAU OF REAL ESTATE - To facilitate real estate activities that allow IDL to improve or preserve real property values of endowment lands. To accomplish this the bureau coordinates the processing of land exchanges, temporary permits, the acquisition and issuance of easements, the sale of both endowment and agency surplus lands, and other lands action as may be directed by the State Board of Land Commissioners in a timely, cost effective manner.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Manage endowment lands in a biologically sound manner to meet financial criteria.
 - A. Limit the spread of noxious weeds on state land by coordinating with and responding to requests from county weed supervisors, within fund limitations.

Actual Results			
1999	2000	2001	2002
\$46,000	\$63,400	\$83,400	\$83,400
Projected Results			
2003	2004	2005	2006
\$114,000	\$114,000	\$114,000	\$114,000

- B. Administer the land bank program.

Actual Results			
1999	2000	2001	2002
N/A	N/A	Voter Approved	4 sales/\$18,046
Projected Results			
2003	2004	2005	2006
2 sales/\$34,000	4 sales/\$7,125,000	10 sales/\$4,800,000	10 sales/\$3,000,000

- C. Coordinate with supervisory areas to inventory, prioritize, and acquire rights-of-way. Prepare short form appraisals.

Actual Results			
1999	2000	2001	2002
21 r-o-w/17 appraisals	23 r-o-w/13 appraisals	24 r-o-w/24 appraisals	27 r-o-w/8 appraisals
Projected Results			
2003	2004	2005	2006
20 r-o-w/5 appraisals	20 r-o-w/5 appraisals	20 r-o-w/5 appraisals	20 r-o-w/5 appraisals

2. Maintain healthy forest and range lands.
 - A. Inventory and maintain a database of the statewide encroachment permits on Idaho's navigable waters.

Actual Results			
1999	2000	2001	2002
35	500	1,500	1,500
Projected Results			
2003	2004	2005	2006
1,500	1,500	1,500	1,500

Program Results and Effect:

1. The Bureau of Surface and Mineral Resources is comprised of four programs; Range and Cropland Leasing, Commercial Leasing, Minerals and Navigable Waters. The programs address not only leasing and revenue generation from endowment lands, but also regulatory and assistance activities such as weed control, lake protection, and mining reclamation.

The Range and Cropland Leasing Program is responsible for oversight of all issues related to grazing/cropland leases and department-wide weed control efforts.

The minerals program is responsible for leasing all mineral commodities, oil and gas, and geothermal resources. The program also has responsibility for regulatory responsibility for surface mining, placer mining, and abandoned mine reclamation projects throughout the state.

The navigable waters program is responsible for permitting lake encroachments (docks, marinas), issuing submerged land leases (commercial activities) on Idaho's public trust submerged lands. The program will also administer cottage site leases on adjacent endowment lands.

The commercial leasing program is still being developed by the department. The commercial leasing program consists of commercial office space in the downtown Boise region, communication sites, and miscellaneous sites such as outfitter and guide leases, cabin site leases and recreational leases.

2. The Bureau of Real Estate administers land sale contracts and completes land exchanges between IDL and other agencies and entities.

For more information contact Bryce Taylor, Perry Whittaker, Scott Nichols, Will Pitman at 334-0200.

Lands, Department of Forest and Range Protection

Description:

To conserve and protect six million acres of private, state, and federal forest lands in the state by preventing and / or suppressing all unwanted fires, to enhance forest management on state endowment lands by utilizing fire as a management tool; to help local communities to better cope with wildfire in the wild land/urban interface.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. Maintain healthy forest and range lands.

A. Provide adequate, effective, and economical protection of state and private forest lands in Idaho by conducting fire management analysis for IDL and associated districts.

Actual Results			
1999	2000	2001	2002
10% complete	25% complete	60% complete	100% complete
Projected Results			
2003	2004	2005	2006
No Activity Planned	25% Completed	100% Completed	No Activity Planned

B. Keep burned acres to no more than 900 acres per million acres protected (below 5,400 acres).

Actual Results			
1999	2000	2001	2002
688 acres	1,222 acres	98,292 acres	4,615 acres
Projected Results			
2003	2004	2005	2006
1,700 acres	<5,400 acres	<5,400 acres	<5,400 acres

C. Manage the fires hazards created by the harvest of forest lands by completing and documenting audits of slash plans and field accomplishments on 90% of harvest operations.

Actual Results			
1999	2000	2001	2002
4,100	4,000	3,900	3,853
Projected Results			
2003	2004	2005	2006
1,000	1,000	1,000	1,000

Program Results and Effect:

The program continues to strive to suppress wildfires rapidly and safely, keeping burned acres to no more than 900 acres per million acres protected. Historical objectives also include controlling at least 94 percent of all wildfires at ten acres or less and control all fires exceeding ten acres in size before the burning period on the following day. Key administrative objectives for the bureau include: issuing compliances, processing cash bonds governing logging operations, and issuing refunds or forfeitures on 6,000 logging jobs annually.

For more information contact Brian Shiplett at 769-1522.

Description:

To ensure professional quality in log scaling for the benefit of all parties with timber interest.

Major Functions and Targeted Performance Standard(s) for Each Function:

1. To promote an understanding of log scaling.
 - A. Conduct two or more scaling workshops and/or log layouts annually.

Actual Results			
1999	2000	2001	2002
1 Workshop	2 Workshops	5 Workshops	2 Workshops
Projected Results			
2003	2004	2005	2006
2 Workshops	2 Workshops	2 Workshops	2 Workshops

Program Results and Effect:

The Board of Scaling Practices provides standards for log scaling, in accordance with the log scaling law, including: The Board of Scaling Practices provides standards for log scaling, in accordance with the log scaling law, including: licensing those who scale for commercial purposes, providing rules governing the methodology of log scaling, and check scaling of licensed scalers. Other duties assigned by statute are the registration of log brands and the sale of prize (abandoned) logs.

Program results included preparing and distributing the annual scaling roster; maintaining orderly log brand registrations; apprising inquiring parties of the current prize (abandoned) logs moratorium; compiling and submitting the annual report to the Governor's office; issuing and renewing scaling licenses, apprenticeship certificates, and temporary permits; monitoring the accuracy and timeliness of scaling assessment reports; and maintaining accounting integrity of revenues and disbursements.

For more information contact Henry Gotz, Executive Director at (208) 769-1445.